



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
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NTCGLAKESINST 5200.5A
N01F
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NTC GREAT LAKES (COMPLEX) INSTRUCTION 5200.5A

From: Commander, Naval Training Center, Great Lakes

Subj: MANAGEMENT CONTROL (MC)/PREPARATION FOR AUDITS AND
EVALUATIONS

Ref: (a) NTCGLAKESINST 5200.4C

1. Purpose. To ensure that adequate attention is given to management control requirements in preparation of audits and Mission Capability Assessments (MCA).

2. Cancellation. NTCGLAKESINST 5200.5. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. An audit of every program or process will include a review of Management's attention to establishing MCs over that program or process. Management's actions must be documented. For example, managers should have on record:

- What are the risks of failure related to the process;
- What controls has management put into place to minimize those risks and finally;
- What reviews are being conducted to make sure the controls are working.

To document the above, managers should have flowcharted the process. They should attach a narrative to the flow-chart which explains the three issues above as they apply to the process.

3. Action. All Complex commands will initiate and maintain a process which ensures that MC documentation, meeting reference (a), has been completed prior to all scheduled audits and MCAs. The adequacy of this process will be reviewed during triennial MCAs and every audit.

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Distribution:
NTCGLAKESINST 5200.5M
List II